



Book	Policy Manual
Section	7000 Property
Title	COMMUNITY USE OF SCHOOL FACILITIES
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7510 - **COMMUNITY USE OF SCHOOL FACILITIES**

The District shall make its buildings and facilities available to the community for the use of responsible organizations or groups of citizens when it is not being used by the school. Such permission and use shall not constitute an endorsement by the school district of any organization or group nor of the program, philosophies, goals or beliefs of any such organizations or groups or the expression of opinion regarding the nomination, retention, election or defeat of any candidate nor the expression of any opinion as to the passage or defeat of any issue. Users shall adhere to all school district policies, regulations and practices pertaining to the use of school facilities.

Specifically, the Board of Education recognizes:

- A. That the primary purpose of the District facilities is to implement the regular instruction programs.
- B. That District facilities may be made available to the community when not in use for school.
- C. That the procedures for Community Use of Facilities are intended to promote effective, consistent, and fair use and enjoyment of District facilities consistent with the need to establish priorities that recognize the educational purpose of these facilities. These procedures apply to all buildings and fields owned and/or operated by the District.
- D. No activity may take place in a District facility during non-instructional hours without the approvals set forth herein, including the presence and availability of necessary District-staff (substitution of non-District staff will not be allowed).
- E. If an activity requires, either by the time of scheduling or by additional work, that a District employee work beyond their regular shift hours, such employee shall be paid for the additional amount of time that is worked to support that activity through the Office of Community Use by the using organization for the time worked in support the activity.
- F. The Office of Community Use shall determine the appropriate personnel and the hours of work required to support each Community Use activity. Activities that require the use of multiple spaces within a school building, involve dinner meetings of groups larger than twenty-five (25) persons, or are open to community members at large will require the presence of a District Police Officer and/or District contracted public safety officer and custodian who are to be compensated through the Office of Community Use by the using organization for time worked in support of the activity.
- G. District employees are not to receive any payments whatsoever. All payments for Community Use activities are to be made by certified check or money order to the Office of Community Use, made payable to Detroit Public Schools Community District.

The District reserves the right to refuse approval or to cancel any permits issued for the use of a school building or its facilities when it is deemed that such action is necessary for the best interests of the school.

Appropriate Use and Priority

District facilities shall be available for the below-listed uses. When there are competing interests for the use of facilities, approval will be given according to the following priorities:

- A. uses directly related to the schools and the operations of the schools
- B. uses and groups indirectly related to the schools
- C. meetings of employee associations
- D. uses for voter registration and elections
- E. departments or agencies of government
- F. community organizations or groups of individuals formed for educational, civic, charitable, social, recreational and religious purposes

Should all or any part of the District's community be struck by a disaster, the Board shall make District grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The Superintendent or his/her designee should meet with the local and federal agencies to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

The Superintendent and/or designee shall develop administrative guidelines for the granting of permission to use District facilities. Such guidelines are to include the following:

- A. A schedule of fees, costs, and days and time of use.
- B. Each user is required to present evidence of the purchase of organizational liability insurance to the limit prescribed by District administrative guidelines.
- C. Use of school equipment in conjunction with the use of school facilities must be requested specifically in writing, and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.
- D. Users shall be liable financially for damage to the facilities and for proper chaperonage.

Limitations on Use

- A. To the extent users are interacting with District students, criminal and other background information pertaining to those users may be required pursuant to regulations or procedures established by the Superintendent or his designee.
- B. No use of facilities shall be allowed if, in the opinion of the Superintendent or his/her designee, such use would conflict with the District's educational objectives.
- C. The District will not assume any responsibility for the health of or injury to individuals or groups who use the facilities, or for lost or stolen personal or group articles.
- D. The District will not assume any responsibility for damages sustained on school district property including vehicles.
- E. Groups using buildings must confine themselves to their assigned rooms/areas and parking spaces. The adult activity supervisor is responsible for enforcing this requirement. Buildings may be used only when adult supervision provided by the user is present. Additionally, all scheduled activities must begin and end in accordance with the times listed on the community use request.
- F. The maximum number of persons permitted in each area shall be the stated capacity as established by local or state fire codes.

- G. All laws, rules, regulations, ordinances, and fire codes established by the District, city, county, or state governing bodies must be observed always. Any violation will be considered grounds for loss of facility use privileges.
- H. All uses of facilities shall be in accordance with existing state law.
- I. If admission is to be charged for any activity, the using organization and adult supervisor must indicate on the application the amount of such admission, the number of persons anticipated to be attending such event, the intended use of the funds, whether refreshments of any kind shall be served and a statement that the using organization shall comply with all applicable federal, state and local statutes, regulations and ordinances relating to such events. The fees for use shall be adjusted based on the event, the anticipated number of attendees and the rates for the facility as well as District employee costs. The District will not approve applications for for-profit revenue-generating activities.
- J. Use of District facilities for carnivals or activities utilizing carnival equipment is strictly prohibited. Playing cards, raffles, bingo, feather parties, darts, throws, the selling of chances on prizes, the issuance or distribution of tickets for lottery purposes, and all games of chance are prohibited.
- K. No tobacco products or illegal substances will be allowed on school property, including parking lots, tennis courts, athletic fields, or in any District facility. Smoking on District property is strictly prohibited. Failure to comply with this regulation will be grounds for immediate termination of the facility use contract and may be grounds for legal action.
- L. Alcoholic beverages will not be allowed on school property during school hours or at school related functions. Failure to comply with this regulation will be grounds for immediate termination of the facility use contract and may be grounds for legal action. This section does not prohibit consumption or possession of alcoholic beverages on school property outside of school hours:

1. As part of a generally recognized religious service or religious ceremony; or
2. At a non-school function or event on school property if the Superintendent, or his or her designee, has approved the consumption or possession of alcoholic beverages at such non-school function or event.

LIABILITY INSURANCE

All applicants must agree to assume responsibility for all damages resulting from its use of District facilities.

Proof of adequate insurance must be provided by the applicant at least ten (10) days prior to the intended use.

Certificates of insurance must name the District, Board, and its members as additional insured and must specify the period of coverage and provide for prior notification of cancellation by the insurer.

All policies must be insured by a firm issued by an insurance company licensed in the State of Michigan. For the avoidance of doubt, this does not mean that the insurance company must be Michigan-based.

The applicant name must be the same as the name indicated on the certificate of insurance.

COMMUNITY USE CATEGORIES

The following facility user categories are identified for determining rental rates.

For all categories appropriate costs will be charged. These costs may include: any application fee, facility rental fee, labor, and repair of damage incurred by the District.

Category A

Detroit Public Schools Community District Organizations - Free Rental, No Application Fee, Labor Charges as Appropriate

- PTA/PTSA or other local parent-school organizations
- District school-sponsored pupil organizations
- District after-school programming
- District school employee groups

- District school activities
- District-sponsored childcare programs
- District-sponsored community education programs
- School advisory or governance groups (SIAC, CSC, etc.)
- Organizations subject to a formal, written agreement with the District who are solely in the building to service students at no charge to the student with the approval of the Superintendent or his/her designee

Category B - Community Rental (Rental Fee, Application Fee, Labor Charges as Appropriate)

- Private athletic organizations (e.g. Amateur Athletic Union)
- Adult recreational groups
- Political meetings
- Other governmental agencies
- Social, civil, and recreational organizations
- Childcare programs
- Faith-based organizations
- Non-profit support groups
- Universities

There will be no waiver of fees outside of the reduction of fees described above in Category A for activities co-sponsored with the District. In addition, priority for facility use will be given to Category A activities. The Office of Community Use of Schools will coordinate scheduling and processing of payment responsibilities for all labor costs and insurance requirements for the use of all facilities.

All other use of facilities will be processed on a first-come, first-served basis determined by the time and date the completed application was received in the Office of Community Use of Schools.

Single permits may be entered for a series of meetings of a group. However, a permit will not be issued during one (1) school year for use during a future school year.

Upon receipt of the community use application, approval if required and all fees, the Office of Community Use of Schools will contact the school and facility manager and advise them of the request and arrange for custodial services or other necessary personnel.

Approval Process

The applicant, following review of the application, will be notified by the Office of Community Use of Schools as to the fee total and approval or disapproval of the application within ten (10) business days.

Payment of Fees

If approved, the applicant shall make payment by certified check or money order to Detroit Public Schools Community District at the Office of Community Use of Schools at least ten (10) working days prior to the date of scheduled use. Failure to make payment within ten (10) working days prior to the scheduled use will result in the permit being canceled. The application fee will not be refunded. All violators of Community Use procedures will not be approved for future community use until outstanding bills are paid.

Listing of Type and Amount of Fees

General Fees

- A. Application fee: \$15 (due at time of application)

B. Liability Insurance fee: \$1,000,000 liability insurance certificate listing DPSCD as an additional insured. Insurance may be purchased for an additional fee if needed.

C. A minimum charge for three (3) hours usage is required

Payment of Labor Charges - Additional and Overtime Procedures

Overtime and/or additional time rates will only be charged if and when building staff is not already scheduled to be present in the building. If an activity is scheduled during a time when staff is regularly scheduled to be in the building and the type of activity does not require the allocation of additional staff in order to ensure maintenance and order in the building no labor charges shall be assessed.

Generally, activities that require (i) the use of multiple rooms within a school building, (ii) are open to the community members at-large; (iii) involve groups of twenty-five (25) participants or more; or (iv) whose scheduled end-time is less than one (1) hour before the building's custodial staff end-time will require the presence of School District Police Officers and/or custodians and the user will be charged labor rates in addition to the room rental rate. If the additional staff time needed is not immediately following previously scheduled staff time or requires staff not already at the building to come to the building, a minimum of four (4) hours of staff time will be charged at the applicable rate. The determination as to the need for and number of staff shall be in the sole discretion of the Office of Community Use.

Overtime rates are subject to change according to annual salary adjustments. All rates for use of District facilities shall be determined, updated, and published by the Superintendent or his/her designee.

Personnel Hourly Overtime rates:

- A. Custodial Personnel: \$22.72
- B. Maintenance Personnel: \$40.00
- C. Stage Manager: \$22.38
- D. Unarmed Guard: \$24.56
- E. DPSCD Police Officer: \$23.70-42.93
- F. Kitchen Helper/Food Service Employee: \$20

Rooms/Outdoor Fields – Category B Use Cost

* Per Hour
 ** Per Event

Payment Rates	ELEM. SCHOOLS	MIDDLE SCHOOLS	HIGH SCHOOLS
* Classrooms	\$30.00	\$30.00	\$30.00
* Gym	\$58.00	\$58.00	\$60.00
* Aux Gym	N/A	N/A	\$30.00
* Cafeteria	\$20.00	\$35.00	\$40.00
* Media Center	\$25.00	\$25.00	\$25.00
* Kitchen	\$50.00	\$50.00	\$50.00
* Specialty Rooms (Rehearsal, Dressing Room)	\$20.00		\$30.00
* Auditorium	N/A	\$100.00	\$130.00
* Premier Auditorium	N/A	N/A	\$250.00
* Black Box Theatre	N/A	N/A	\$150.00
* Pool	N/A	N/A	\$125.00
* Baseball Field.	\$25.00	\$25.00	\$50.00
* Soccer/Football Field	\$25.00	\$25.00	\$125.00
* Basketball Court	\$25.00		N/A
* Stadium	N/A	N/A	\$125.00

**	Parking Lot Elem.	\$25.00		\$150.00
			\$35.00	

Rental fees are minimal and neither the District nor individual schools garner profits from the Community Use of Schools process. These fees are used for program administration and to pay personnel costs.

Permit

Following timely receipt of payment, a facility use permit will be issued to the applicant by the Office of Community Use of Schools. Use permits may not be transferred or assigned. The permittee agrees to notify the Office of Community Use if the permit is not to be used.

Cancellation by the District

The District reserves the right to cancel facility use applications should the space be needed for emergency school or school-related activities. This privilege will be used only when necessary because of unavoidable circumstances. If the District must cancel the use of a space due to a problem with an approved site, the Office of Community Use of Schools will try to arrange an alternative site. When school facilities are closed due to an emergency, inclement weather or any other event which is beyond the control of the District, community use activities will also be canceled.

Payment for Damages

The District expects to provide safe and maintained facilities. The facilities should be inspected at the time of initial occupancy. The district expects to get the facilities back in the same condition. Any damage to the facility will be billed to the using group. Further use of any district facilities will be barred until such bills have been paid in full. The applicant will be billed for any damage resulting from improper or careless use of the facility and shall make payment within thirty (30) days of receipt of a bill.

Special Exemption for Detroit School of the Arts

Due to the unique nature of the space and purpose and vision for programming at the Detroit School of the Arts (DSA) certain special exemptions will apply for Community Use. Approved activities will be consistent with both DSA's artistic and educational goals and provide a benefit for students.

All requests for Community Use must be submitted through the Office of Community Use for review by the DSA Auditorium Manager. The Auditorium Manager and the Deputy Executive Director of Fine and Performing Arts will determine technical staffing needs and grant approvals and determine costs in consultation with the Office of Community Use. Costs may exceed staffing and direct pass-through costs. The Superintendent or his/her designee shall establish appropriate administrative guidelines for the use of DSA.

Use of District Buildings by District Employees and Contractors

Individual employees of the District may not use school facilities without obtaining an appropriate permit. Employees of the District cannot use school facilities for programs which allow for personal profit. Failure to adhere to this policy will relate in disciplinary action up to and including termination.

Church and Religious Activities

Facilities may be used for religious activities under the following conditions:

- A. Church services and religious activities must be conducted at times when school is not in session;
- B. Religious objects and symbols must be removed after each use;
- C. Fees will be assessed according to the current applicable rates.

The Office of Community Use of Schools may rescind a permit, deny future permits, or impose conditions on future uses by an applicant for violations of school district rules and regulations related to facility use.

Reporting By Building Employees

It is the responsibilities of all permit District employees, particularly the custodian, to observe the nature of the activity.

If any irregularity or permit violation occurs, including failure to use the facility by a permit-holding organization should be reported to the principal of the school and to Community Use of Schools as quickly as possible.

Monitoring Use

The District reserves the right to send one (1) or more representatives to attend any meeting or activity held on public school property, and the right to interpret these policies and its schools.